Annual Report

OF THE

BOARD OF DIRECTORS

TO THE

MEMBERS OF THE BRAILLE INSTITUTE OF AMERICA, INC.

For The Fiscal Year Ending June 30

1968

BOARD OF DIRECTORS

Following the Annual Meeting of the membership conducted September 11, 1967 at the Braille Institute, an organizational meeting of the Board of Directors was held. The following officers were elected:

President	Miles Flint
Vice President	Philip Corrin
Vice President	Thomas C. McCray
Vice President	Frank C. Sullivan
Vice President	Norman Taurog
Vice President	John H. Williams
Secretary	Mrs. Grace Carpenter
Treasurer	W. W. Eaton
Executive Director	Russell W. Kirbey
Assistant Executive Director	Edwin Brandt
Assistant Secretary	Mrs. Rose M. Alexander
Assistant Treasurer	Miss Dorothy Miller

Four vacancies occurred in the Board of Directors during the fiscal year. Everyone connected with the Institute was saddened by the death of Oscar A. Trippet, former President, who passed away November 26, 1967. Mrs. Oliver C. Field, Jack Linkletter and Robert O. Reynolds found it necessary to relinquish their posts. Elected to the Board of Directors were Ben Hoberman, Robert H. Howard and Robert E. Williams.

DIRECTOR MEETINGS

The Board of Directors, which is made up of leaders from business, industry, labor and the professions, who serve without compensation, was active in general supervision of the administrative affairs of Braille Institute and in approving policies to be carried out by the Executive Director. As provided by Article V, Section 4, of the Bylaws, The Board held four regular quarterly meetings during the year. Six meetings of the Executive Committee were held.

ADMINISTRATION

Innovation and enlightened policies in the quality of services provided to the blind of all ages were evident during the fiscal year and are documented in subsequent pages of this report. Noteworthy examples include Braille Institute's introduction of teleteaching for the blind and a unique and effective program for obtaining gainful employment for sightless men and women. During the fiscal year, the Institute's 3.2 acre Blind Children's Playground was completed, basically equipped, dedicated and put into regular operation for the benefit of hundreds of blind youngsters.

Urgent needs continue for additional library facilities, classroom space, equipment and qualified staff to meet the requirements of the growing population of blind people served by Braille Institute.

Costs of administration were well below the last fiscal year while the quantity and effectiveness of services were enhanced.

Braille Institute receives no funds from tax sources. All services to the blind, which are given free, are financed solely through voluntary contributions and bequests in Wills. The Los Angeles Department of Social Service reviews fund raising costs annually and issues an Information Card disclosing the Institute's costs which have remained at the recommended level.

A summary of the activities of each Department appears in the following pages. Detailed departmental reports and the complete report of our Certified Public Accountants for the year ended June 30, 1968 are on file in the offices of the Executive Director.

DIRECT SERVICES TO THE BLIND

ACADEMIC DEPARTMENT

Basic Training Section: Using a professional staff of twelve teachers including four orientation and mobility instructors, 641 students received 21,515 hours of classroom instruction in basic rehabilitation courses such as Orientation and Mobility, Braille Reading and Writing, Home Management, Typing and Techniques of Daily Living. Our regular staff was augmented by six persons recruited from the California State College mobility training program to help with the increased enrollment resulting from the registration of teenagers and young adults in the summer orientation program.

The most significant improvement made during the year was the installation of a teleteaching program designed for teaching homebound blind persons who were heretofore taught by home teachers. While the innovation will not completely eliminate the need for home teachers, it will increase the teaching capacity twenty-fold.

ARTS AND CRAFTS

The Department provided 81,676 hours of instruction for 567 regular students, an increase of 9,344 hours over the previous year. In addition, there were 14,037 hours of special activities. Classes included ceramics, rugmaking, weaving, music, amateur radio and many others while activities involved picnics, tours, dances and sports events.

YOUTH DEPARTMENT

Nearly 300 young blind persons participated in 199 total program activities which included a Scouting program, a Saturday activity program, two summer day camps, a resident camp and special activities such as a sports car rally, dances, bowling team and athletic events. The Orange County pilot program for pre-school blind children proved very successful with six blind children and parents involved. High point of the youth program was the dedication last April of the 3.2 acre Blind Children's Playground in Hollywood. Equipment and other facilities are gradually being added through the aid of donor groups and individuals.

STUDENT SERVICES

During the fiscal year, 230 cases were evaluated and accepted by the Case Conference; 931 free white canes were issued; 1489 applications for library services were processed; 99 travel concessions were issued to blind people traveling by bus or train; 278 families were provided with Christmas baskets of food and toys. Two blind persons received loans from the Strauss Business Loan Fund, enabling them to initiate business activities of their own.

LIBRARY

The Braille Institute Library gained 1186 readers during the fiscal year, an 18% increase. 353,736 units of Braille, Talking Books and magnetic tapes were circulated to 6401 blind readers in Southern California and Arizona. The book collection totaled 69,144 volumes, a small increase over fiscal year 1967. Circulation showed a slight decrease due to a change in distribution procedures instituted by the Library of Congress whereby readers now receive magazines directly rather than through the regional libraries.

The Library continued to be served well by the volunteer efforts of the Telephone Pioneers who now repair all Talking Book machines as well as handle the distribution and pick-up of machines in many areas. Three major and several minor "deposit collections" of books

DIRECT SERVICES TO THE BLIND *(continued)*

in several communities helped to improve reader service in those areas. Techniques were instituted for improving the detection and inspection of damaged taped books and for revising procedures to improve the circulation of Braille books. Also, a new tape duplicating machine was installed which will greatly increase the circulation of taped books.

EMOTIONALLY DISTURBED BLIND CHILDREN

Six children are currently registered in this program which involves three weekly group sessions with a psychotherapist and twice-a-week sessions with physician counselors.

DEAF-BLIND GROUP

The Deaf-Blind Group now numbers 30, an increase over the previous fiscal year of six persons who have been deprived of both sight and hearing. The teacher and four members of the group participated in a workshop at San Fernando Valley State College where a device known as a Tactile Speech Indicator was tested. The device enables the deaf-blind to make certain telephone communications heretofore not possible.

VISUAL AIDS SERVICE

This service provides help for those whose vision has deteriorated beyond the limits prescribed for by eye doctors. After referral by ophthalmologists or optometrists, 439 persons were tested with various magnification devices. Of these, 385 persons found devices that improved their near- or distance-vision.

PRINTING DEPARTMENT

The Braille Institute Press published 19,541 volumes in Braille, totaling 1,217,231 pages, a slight increase in the number of both volumes and pages. Of these, 1,525 were books, 13,076 were periodicals: the remainder consisted of pamphlets, programs and directories. The Department also bound 1,945 volumes and handled operations which involved 46,789 pages of Braille transcribing.

Included in the total Braille production were two publications—*Christmas and the Year Ahead,* a 100-page annual gift book in Braille which is distributed free to blind school children in California in grades three through six, and, in certain cases, to blind children in 35 other states and in 14 foreign countries; and *The Braille Mirror,* a 72-page monthly reprint magazine in Braille which is distributed to readers throughout the United States and in 15 foreign countries.

VOLUNTEER SERVICES

Volunteers are an integral and important part of Braille Institute. Last year 1,379 individuals donated 103,919 hours of time for such services as driving blind persons to classes and to medical or dental appointments; they also served as recorders and readers, Thrift Shop sales help, Braille transcribers and teaching aides, to name a few. In addition, 823 persons from other organizations assisted on a one-time basis at special events: Lions Clubs, Junior Chambers of Commerce, Girl Scouts, California Sports Car Club, U.S. Coast Guard Auxiliary, Los Angeles Police Department, etc. The Institute is especially grateful for the dedicated assistance provided by its volunteers.

SUPPORTING SERVICES

DEVELOPMENT — PUBLIC EDUCATION — PUBLIC RELATIONS

This program includes public information and education, public relations, and fund raising. In addition to seeking financial support for Braille Institute, the program helped to explain the Institute as an educational and service organization serving the community and nation.

Two issues of *Light Magazine,* one of *Christmas Bulletin* and one *Youth Brochure* were published during the year. Also, the Public Relations Department assisted in the editing of two publications for the blind — *The Braille Mirror,* a monthly magazine now in its 42nd year and *Christmas and the Year Ahead,* an annual book for blind children. (See Printing Department.) General press releases, magazine articles, public service announcements on radio and TV stations, and on motion picture and television films were among the many free public information services utilized. The Department also produces a taped telephone information service for the blind and issues a monthly *Newsletter* for staff and volunteers.

Sightless volunteer speakers spoke at 156 meetings to a combined audience of 7,165 persons who are members in service clubs, civic and church groups, etc., during the year; 337 public tours of the Institute were conducted for 2,869 people; 278 volumes of the Braille Bible were sent free, upon request, to blind persons. The Department also provides information to attorneys and trust officers who request information in regard to Wills and bequests drawn in favor of Braille Institute. Also, during the year, the Institute was accepted as a Cause in the Orange County AID-United Givers, supplementing previous acceptance by the Los Angeles Division and the Long Beach and San Gabriel Valley Divisions. Appropriate contacts were also made on business, industry, foundations, employee groups and service clubs for financial support. The cost of fund raising was 15.2% which is in line with the figure recommended by the Los Angeles Department of Social Service.

RECORDS AND MAILING DEPARTMENT

The Department maintains records of memberships and donations, and handles all mail to the general public, including publications mailed free to the blind.

GENERAL OPERATIONS

This Department handles all activities related to the maintenance of buildings and grounds, engineering, nonprofit student store for the blind, and purchasing. It also facilitated the loan of 37 radios and made repairs on 207 others. Also during the fiscal year over 1000 white canes were repaired and repainted.

BRAILLE INSTITUTE THRIFT SHOP

The Thrift Shop, located at 3904 West 6th Street, Los Angeles, continues to provide funds, through the sale of donated merchandise, to support the Institute's work for the blind. (See Statement of Current Operating Income and Expenditures.) Receipts for gifts are issued for tax-deduction purposes and a Thrift Shop truck picks up donated merchandise throughout the Los Angeles area, at the donor's convenience. During the fiscal year, the Thrift Shop was expanded in floor space and refurbished for the convenience of patrons.

BRAILLE INSTITUTE AUXILIARY, INC.

Braille Institute Auxiliary, Inc. is a separate organization which works to promote, foster, encourage and aid the best interests of the Braille Institute of America, Inc. During the fiscal year, the Auxiliary presented its biennial Light Award dinner as well as its Volunteer Tea, recognizing the services of Braille Institute volunteers in all fields. Much progress was made in connection with the Auxiliary's program to provide scholarships for blind students in various fields of music.

Auxiliary officers for the 1968-69 year are:

Founder ..... Mrs. Oscar A. Trippet
President ..... Mrs. Samuel F. Bowlby
First Vice President ..... Mrs. Harold H. Blackman
Second Vice President ..... Mrs. Thomas Beyrle
Third Vice President ..... Mrs. Heston Cherry
Recording Secretary ..... Mrs. Thom Browning
Corresponding Secretary ..... Mrs. A. Morgan Maree, Jr.
Treasurer ..... Mrs. Robert L. Green

Advisory Board: Mrs. Henry T. S. Bonesteel, Chairman; Mrs. Sinclair Jardine; Mrs. Horace E. Martin; Mrs. Harry P. Mynatt; Mrs. Ross Riddell; Mrs. Ben V. Schneider, Jr.; Mrs. John K. West

DIRECTORS

Mrs. H. Arthur Ashby
Mrs. John Martin Askey
Mrs. Robert Buchner
Mrs. Ashton Castle
Mrs. Anthony Dresch
Mrs. William J. D. Lane
Mrs. Jean Linegar
Mrs. Howard S. McKay
Mrs. Charles A. Pearson
Mrs. Anselmo L. Pozzo
Mrs. Howard Edgerton
Mrs. Stephen D. Gavin
Mrs. Harold W. Grieve
Mrs. John B. Huntley
Mrs. George E. Kinsey
Mrs. James H. Seley
Mrs. Norman A. Stahl
Mrs. Norman R. Taurog
Mrs. Oscar A. Trippet
Mrs. Rodney F. Williams

ACKNOWLEDGMENTS

Braille Institute is deeply indebted to individual and business members, as well as to contributors, employee fund raising groups, trusts, foundations and other organizations, for financial support of its program. The Board also extends thanks to the many newspapers and magazines, radio and television stations, the outdoor advertising industry and other media for their cooperation in helping to bring to public attention the work of the Institute.

Braille Institute is grateful to those friends who have designated the Institute as a beneficiary in Wills. Grateful acknowledgment is also made to attorneys; trust officers of banks, trust and title companies; chartered life underwriters and certified public accountants who have recommended the Braille Institute to their clients and customers as a worthy beneficiary.

Respectfully submitted,
BOARD OF DIRECTORS
BRAILLE INSTITUTE OF AMERICA, INC.

BRAILLE INSTITUTE OF AMERICA, INC.

Statement of Current Operating Income and Expenditures

Year Ended June 30

1968

Current operating income:		
Bequests from Wills		$ 649,263
General contributions		269,272
Restricted gifts received		38,203
Fund raising groups		106,055
Other income:		
Dividends and interest received, less trustees' expenses of $4,598		67,157
Thrift shop, less expenses of $14,365		21,807
Property rentals — net of expenses		7,639
Oil royalties received		2,654
Miscellaneous		5,481
Total income		1,167,531
Less:		
Restricted capital gifts	$ 8,988	
Allocated to funds functioning as endowment	113,622	
Endowment funds	5,000	127,610
Net current operating income		1,039,921
Current operating expenditures:		
Educational:		
Academic Department — basic training	85,214	
Art and Craft instruction	75,531	
Youth program	47,734	
Library	99,664	
Student services	82,488	
Volunteer services	31,754	
Records and mailing	55,127	
BIA Press, less sales of $16,837	39,919	
Administrative	35,201	
General operations	62,569	
Plant maintenance and general overhead	106,222	
Total educational expenditures	721,423	
Development	82,963	
Public education and public relations	64,658	
Total current operating expenditures		869,044
Excess of current operating income over current operating expenditures, before depreciation		170,877
Deduct depreciation on plant and equipment		37,531
Net excess of current operating income over current operating expenditures		$ 133,346

BOARD OF DIRECTORS

BRAILLE INSTITUTE OF AMERICA, INC.

OFFICERS

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Vice President and Senior Trust Officer
Crocker-Citizens National Bank

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Vice Chairman of the Board (Retired)
Bullock's

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Vice President, National Broadcasting Co
General Manager KNBC
(Retired)

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Vice President System Public Relations
Pacific Lighting Service and Supply Company

NORMAN TAUROG, *Vice President*
Motion Picture Producer-Director

JOHN H. WILLIAMS, *Vice President*
Vice President R. A Rowan & Co

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W. W. EATON, *Treasurer*
Retired President, Forest Lawn Life Ins. Co

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Superintendent of Schools
Los Angeles City Board of Education

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Representative
United Steelworkers of America, AFL-CIO

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Los Angeles Herald-Examiner

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S. CHARLES LEE
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Southwest Region, United Air Lines, Inc.

JOHN W. LUHRING
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G. W. NIX
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School of Education
University of Southern California

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Attorneys at Law

ANITA WEIL
Administrative Assistant
Los Angeles Turf Club, Inc.

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Title Insurance and Trust Company (Retired)

ROBERT W. WINCHELL
President
R. W. Winchell Donut Supply Corporation

RUSSELL W. KIRBEY, *Executive Director*

BRAILLE INSTITUTE OF AMERICA, INC.

741 North Vermont Avenue, Los Angeles, California 90029 • 663-1111